

Acceptable use of the Internet Policy

Wyborne Primary School

March 2017

ACCEPTABLE USE OF THE INTERNET POLICY

Acceptable Use Policy

This document is based upon the Acceptable Use Policy for the Internet and Electronic Mail by Greenwich School Staff.

It sets out the terms and conditions under which users will:

- Access the Internet
- Make use of resources/information on the Internet
- Disseminate information arising out of the Internet
- Disseminate information via the Internet
- Communicate using the Internet.

This document applies to all staff to whom the Internet is available via accounts set up by the Council or its schools and includes both networked and stand alone computers within the school.

The Council permits staff in their schools to use the Internet in connection with the following purposes only:

- The delivery of services which the council/school offers
- The management of school/council services
- The performance of individuals' duties as a member of the school/ officer of the council.

Aims of Acceptable Use

1. To allow all users to access and use the Internet for educational purposes or purposes relating to school business only.
Activities can include: research/preparation of lessons/completion of curricular tasks/ordering of school resources/emailing other schools or educational establishments e.g. inspectorate/ companies dealing with the school on a professional matter/ service providers.
2. Provide a mechanism by which staff and students are protected from sites, information and individuals, which would undermine the principles and aims of the school.
3. Provide rules which are consistent and in agreement with the Data Protection Act.
4. Provide rules, which are consistent with the acceptable procedures commonly used on the Internet, including those associated with Internet etiquette.

Prohibited Acts

- The copying of software files from the Internet should be kept to a minimum. No executable files should be copied from the Internet. Software downloads must only be carried out by a member of staff who is capable of ensuring that it is not faulty or infected and that copyright requirements are met.
- The accessing of sites or the downloading of files which display material which contravenes the School's (or Council's) Equal Opportunities Policy.
- The accessing of sites that involve any form of gambling or betting.

- The accessing of sites that provide a discussion or 'chat' forum, which does not fit, authorised uses.
- The accessing of email sites/accounts to check private emails.
- The ordering of goods not for use within the school/council establishment, or not authorised by a line manager.
- Leaving a computer logged on to the Internet unattended.

Additionally users of the Internet are requested to follow the principles of good practice:

Internet

- Keep a record of sites that may be of use to the school and inform ICT Manager.

Email

- Email should only be used in the course of work as a member of the school/council employee, even if this is outside work hours.
- Email must not be used to send or forward chain letters or any material that may contravene school policies.

Monitoring

The Council's Internet Service Provider continually monitors new sites with a view to barring access to sites promoting or displaying material that contravenes this policy. Access to the Internet from Council/school computers is also continually monitored.

The Acceptable Use of the Internet Policy: Adults

Internet and email facilities at Wyborne are to be used for educational and professional purposes only.

Use of sites, on any school computer, for personal reasons is prohibited.

The LEA periodically monitors use of these facilities.

1. **Staff will only use the Internet for purposes related to school or their professional role in school.**
2. Staff will not access prohibited sites.
3. Staff will not disclose any passwords or login details to anyone, other than persons responsible for running and maintaining the system.
4. Staff will not give personal addresses, telephone/fax numbers of
 - a) any adult working at the school
 - b) any students at the school
5. Staff will ensure that no work or photographs of children or their names appear on the school website without permission from the parents.
6. Staff will not download, use or upload any material which is copyright. Permission should be sought from the owner before using any material from the Internet. If in doubt, or permission cannot be obtained, do not use the material.
7. Under no circumstances should staff view, upload or download any material which is likely to be unsuitable for children. This applies to any material of a violent or dangerous nature or that which contains inappropriate sexual content.
8. Staff will respect the privacy of files of other users and will not enter the file areas of other staff without their express permission.
9. Staff will ensure that voluntary helpers adhere to the Acceptable Use Policy.

When using the Internet with children

- **Pupils must never use the Internet unsupervised.**
- Staff will ensure that pupils follow the correct procedures when accessing the Internet.

Staff will report any incident that breaches the Acceptable Use of the Internet Policy immediately to the ICT Manager/ Deputy Headteacher/ Headteacher.

Wilful breach of this policy may lead to disciplinary action.

The Acceptable Use of the Internet Policy: Children

Internet and email facilities at Wyborne are to be used for educational purposes only.

1. Children will only access Internet when directed to do so by a responsible adult. These will be sites which are suitable for the purpose of their activity and their age.
2. Pupils are responsible for good behaviour when using the Internet.
3. access to the Internet is a privilege, not a right and access requires responsibility
4. Children will not access the Internet without an adult present.
5. children using the Internet will not:
 - send or display offensive messages or pictures
 - use obscene language in an email
 - damage computers
 - violate copyright laws
 - intentionally waste resources
 - access sites without permission of the accompanying adult
6. Children will be supervised whilst using the Internet and problems which may occur will be dealt with quickly.
7. Children will be given suitable web addresses to access.
8. Adults will ensure the online safety of children.
9. Children will follow the 'OURS' criteria for using the Internet.

**Only
Use
Recommended
Sites**

Acceptable Use of the Internet Policy
Pupil and Parent Agreement

Pupil

As a user of the Internet I agree to comply with Wyborne Primary School's Acceptable Use of the Internet Policy.

- I will only access sites my teacher tells me to
- I will not click on adverts
- I will report any sites which make me feel uncomfortable
- I will not give out personal details unless guided by my teacher
- I will not use the school Internet without an adult present.
- I will follow 'OURS' Internet rules :

Only
Use
Recommended
Sites

I agree that I will use the Internet in a responsible way. I understand that irresponsible behaviour may prevent access to the Internet.

Parent/Guardian

As the parent/guardian of the pupil signing the Acceptable Use of the Internet Agreement I understand that I give permission for my child to access the Internet in school in controlled situations. I understand that every measure will be taken to try and ensure the safety of my child whilst they use the Internet. I accept that whilst every precaution is taken some materials on the Internet may be objectionable and I accept responsibility for helping to set standards for my child to follow when selecting, sharing and exploring information and using the Internet.

Acceptable Use of the Internet Policy

Dear Parents

As part of the pupil's curriculum we provide supervised access to the Internet. We are required to review and update policies and as such the Acceptable Use of the Internet Policy has been updated. As part of the policy we must request that all pupils obtain parental permission before being allowed access to the Internet.

Both you and your child are requested to sign and return the enclosed form as evidence of acceptance of the Acceptable Use Policy (which is based upon the policy from Greenwich Council). The complete policy is available to view outside the school office. You have been sent the children's agreement which states their responsibilities whilst using the Internet.

Access to the Internet enables pupils to explore thousands of libraries, databases and other information sites as well as being a tool to support learning. It also gives the possibility of exchanging messages with other Internet users. Families should be warned that some material accessible via the Internet might contain items which are illegal, defamatory, inaccurate or potentially offensive to some people. Parents and guardians should be aware that every effort has been taken, both by the school and the LEA to ensure unacceptable materials are filtered out through the use of tested filtering software.

Government targets place a high priority on Information and Communications Technology (ICT) in our schools with Internet access and integral part. Whilst our aim for Internet use is to further educational goals and objectives, pupils may find ways to access other materials. We believe that the benefits to pupils through access to the Internet in the form of information resources and opportunities for extending learning exceed any disadvantages.

Central to our policy on the 'Acceptable Use of the Internet' is that pupil access must be supervised by a member of school staff. Children are never left unattended when using the Internet.

We would be grateful if you would complete and return the enclosed permission form. Access will not be granted until forms are returned. The permission letter will be kept as part of the schools' records.

Yours faithfully

Mr I Newman
ICT Co-ordinator

Acceptable Use of the Internet Agreement (Pupil and Parent)

As a user of the Internet I agree to comply with Wyborne Primary School's Acceptable Use of the Internet Policy.

Pupils Name _____

Class _____

Signed _____

As the parent/guardian of a user of the Internet I have read the Wyborne Primary School's 'Acceptable Use of the Internet Policy (Pupil and Parent Agreement)' with my child and I agree to comply with this policy and give permission for my child to use the Internet.

Signed _____

Print name _____

Date _____

Acceptable Use of the Internet Policy
Staff Agreement

- **I will only use the Internet for purposes related to school or my role in school.**
- I will not access prohibited sites
- I will not disclose other staff passwords or login details unless permission is given by that member of staff.
- I will not give out personal addresses, telephone or fax numbers of any adult or pupil in the school.
- I will not add photos, work or names of children to the school website without permission from parents.
- I will not upload or download any copyright material.
- I will not upload or download any inappropriate material.
- I will not use the school Internet access for profit, advertising or political purposes.
- I will not leave children unsupervised when they are using the Internet.
- I will report any incident which breaches the Acceptable Use Policy to the ICT Manager, Deputy Headteacher or Headteacher.
- I understand that a wilful breach of this policy may lead to disciplinary action.

As a user of the Internet at Wyborne Primary School I agree to comply with the Acceptable Use of the Internet Policy.

Signed _____

Print name _____

Date _____

Signed _____ ICT Manager

_____ Headteacher